



Stonemason x 2

Closing Date: Wednesday 4 October, midday

Expected Interview Date: w/c 16 October

Recruitment

Reference:
HES/22/311f

Starting Salary:

£23,971 per annum

Salary Range:

£23,971 - £26,842 per
annum pro rata

Pay Band:

B

Directorate:

Operations – South
Region

Location:

Melrose Abbey

Line Manager:

John Marr, Works
Manager

Contract Type:

Permanent

Working Hours:

Full time, annualised
hours*

Thank you for your interest in the post of Stonemason with Historic Environment Scotland, based at our Melrose Abbey Depot. This is a permanent and pensionable appointment.

You will be joining a dedicated team where you will contribute to the conservation of historical monuments under the care of Historic Environment Scotland in The Scottish Borders and the surrounding area.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come
- The historic environment makes a broader contribution to the economy of Scotland and its people

- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation

Overview of the post and information about the team

The Melrose Abbey Depot Monument Conservation Unit, (MCU), currently consists of an 8-person team all of which carry out conservation and maintenance work on a variety of locations. The team is headed by a Works Manager who has direct line management responsibilities for the whole team, 4 of the team are part of a dedicated in-house grounds maintenance team.

As part of the Monument Conservation Unit, you will have responsibility for the on-going conservation, maintenance and presentation of Melrose Abbey and other Historic Environment Scotland monuments within the Melrose District Area, including Jedburgh Abbey, Dryburgh Abbey, Kelso Abbey, Hermitage Castle and Smailholm Tower.

You will be expected to work at any location as directed by the Works Manager. Although the depot is situated in Melrose Abbey, official transport is provided to and from the various sites within the Melrose district. You are however, expected to make your own way to the MCU Depot at Melrose Abbey. You may also be asked to travel using HES transport to other sites out with the Melrose Depot area which may include overnight stays. You may also be asked to be involved showing masonry skills at open days.

Key responsibilities, duties and objectives

To carry out conservation and routine maintenance works, duties will include:

- Stone cutting, hewing of various architectural mouldings/stones for Melrose Abbey and monuments in other depot areas as required.
- Traditional building/ repairs/ indenting of stonework.
- Raking out and pointing defective joints and beds.
- Promote traditional methods of conservation and masonry techniques to carry out challenging and diverse conservation projects / works.
- Routine maintenance work of properties in care. This work may include minor painting, timber repairs, site presentation etc.
- Operate electrical and petrol-powered hand tools and machinery to facilitate the work including disc saws, mortar mixers, compressors, hoists etc.
- Provide training and mentoring for apprentice stonemasons in traditional conservation skills.
- Comply with and promote HES Health and Safety Policy.

The winter season may consist of work out with the normal duties associated with stonemasonry consisting of fence repairs, grounds works and painting.

From time to time you will be required to attend training courses identified to assist the work, or to comply with health and safety legislation (this may require overnight stays away from home).



***Working Hours**

The normally weekly hours of work will vary according to the working season on the working year and may be subject to future changes. The working year will cover the calendar year 1 April to 31 March.

The working year will be divided into 1 spring week and 2 working seasons; namely a longer working hours season (summer) and a shorter working hours season (winter). The length of each working season will be fixed by local management after discussion with the MCU and not later than 1 April of that working year.

The normal working week for the long season will cover a 5 day working week, Monday to Friday inclusive. The normal working week pertaining to the spring week and the short season will also be agreed between MCU and local management so as to include a 4 day week (within Monday to Friday of that week); or a 9 day fortnight within the period covered by Monday to Friday inclusive in 2 consecutive weeks.

The normal weekly hours of work in the long season will not exceed a maximum of 42.5 hours per week, which shall be inclusive of travel between the base depot and the place of work, up to a maximum of 2 hours per day for such travelling. The normal weekly hours of work in the short season will be such when taken together with the maximum agreed normal weekly hours of work for the long season will total on average 1,932 hours for the working year. Regardless of the hours worked (long/short weeks) you will be paid at the rate of one-twelfth of your annual salary per calendar month.

At Melrose the spring working hours are:

Monday–Wednesday	07:30am – 16:30pm
Thursday	07:30am – 16:00pm

The summer working hours are:

Monday–Thursday	07:30am – 17:00pm
Friday	07:30am – 14:30pm

The winter working hours are:

Monday–Thursday	08:00am – 16:15pm
-----------------	-------------------

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- You must be a time served tradesman with relevant stonemasonry qualifications
- Proven knowledge of the stonemasonry trade and other traditional building crafts. Particularly an understanding and knowledge of current conservation practices and techniques relating to historic buildings and monuments.
- Good understanding and practical experience of the conservation, presentation and repair of Historic Monuments and/or listed buildings
- Good all-round understanding and practical experience of using lime mortars
- Competent in all aspects of stone cutting, hewing practices and techniques
- Competent in stone repair, indenting and the various practices and techniques used
- Competent in building of stonework of both random rubble and ashlar work
- Experience in implementing and maintaining Health & Safety at Work practices

Desirable requirements:

- Qualified to Advanced Craft Level
- CSCS skills card

Qualifications & Professional Memberships:

- Qualified to Advanced Craft SCQF Level 6 in stonemasonry – Essential
- A minimum of four qualifications at SCQF Level 5 (Credit Standard Grade/Intermediate 2) - Desirable
- Health & Safety at Work (Responsibilities & Practise) - Essential
- Full current UK driving license - Essential

Health Screening:

Given the nature and working environment of this role; a pre-employment health screening will be undertaken for the successful post holder – any offer of employment will be subject to satisfactory checks.

What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



HISTORIC
ENVIRONMENT
SCOTLAND

ÀRAINNEACHD
EACHDRAIDHEIL
ALBA

How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email cdsouthadmin@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact John Marr, Works Manager via email at john.marr@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Thank you.

Human Resources
Historic Environment Scotland